

STILLWATER COUNTY
POSITION DESCRIPTION

February 2014

POSITION: Weed Program Assistant

DEPARTMENT: Noxious Weed

ACCOUNTABLE TO: County Weed Coordinator

SUMMARY OF WORK: This position is responsible to perform a variety of administrative tasks and technical duties involving weed management to meet the goals and objectives of the Stillwater County Noxious Weed Management Plan under the guidance of the County Weed Coordinator. Average work week of 20 hours, not to exceed 28 hours per week.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties which require attention to detail and safety. Work is performed outdoors, indoors and on weekends as necessary. Position must be able to operate vehicles and equipment as well as travel to various locations for meetings. Must be able to identify plants and weeds and working knowledge of weed management to include herbicides, biological and cultural methods.

Personal Contacts: Daily contact with the Stillwater County Weed Coordinator, general public, landowners, state officials, and county employees through face to face contact, by telephone, e-mail, and at meetings. Position must maintain a good working relationship with local/state contractors and the general public.

Supervision Received: Receives limited instruction and supervision from the County Weed Coordinator and the Weed Board through face to face contact, by telephone, e-mail, and at meetings.

Supervision Exercised: May exercise limited supervision on occasion.

Essential Functions: This position must be able to: gather GPS data, map GIS weed infestations as needed, read written materials and labels, provide time frame for when chemicals are to be used, negotiate contracts, prepare quarterly and yearly reports, handle and apply chemicals during the appropriate times, physically lift and move chemicals that weigh about 50 pounds, operate a vehicle and equipment, visually inspect land for insects and weeds, and service necessary equipment. Use GIS data for mapping and monitoring of grant projects, bio-control projects, and gravel pit product distribution for use as may be required by county, state and federal agencies.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Is responsible for the weed programs in the county in coordination with the Weed Board and County Commissioners.
- Uses GPS equipment to define weed infestations for use with GIS programs.
- Is a catalyst for an effective weed management program.
- Insures safe handling and application of pesticides.
- Encourages plant management programs for all county residents.
- Provides a high caliber educational program to promote understanding and caution.
- Serves to coordinate community programs that may involve landowners in major weed control programs that use biological and chemical applications.
- Is responsible for weed management along county road right-of-ways in Stillwater County.
- Educates the public and small tract landowners through meetings and newspaper articles.
- Prepares and promotes GIS weed mapping and the development of farm and ranch plans that serve long range efforts.
- Is responsible for protecting and guarding against contamination of ground water and surface water while pesticides are being used.
- Receives and distributes biological control insects.
- Adheres to requirements of applicable Montana statutes and administrative rules as they pertain to weed programs.
- Carries out grant requirements as provided in the contracts.
- Maintains a high level of rapport with research agencies regarding the latest techniques to be used following cultural, biological, mechanical, and chemical control methods.
- Performs other duties as assigned.

JOB REQUIREMENTS:

Revised: 2/27/2014

Knowledge: This position must have the ability to communicate effectively both verbally and in writing; have a working knowledge of plant identification; be able to read and interpret aerial photographs and topographic maps; have a good working knowledge of all aspects of weed management including herbicides, biological methods and cultural methods; good knowledge of proper herbicide safety and handling procedures; Must have a good working knowledge of personal computers and office software programs such as Microsoft Work, Excel, and Outlook.

Skills: This position requires skills in the use of chemical equipment, computer, typewriter, telephone, calculator, and general office equipment; Must have a good working knowledge of sprayer equipment operation and calibration; Must be able to lift and carry 50 pounds; climb in and out of trucks; operate an ATV in a safe manner; good communication skills and dealing with the public, and have good organization skills.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; work independently with limited supervision; operate vehicle and equipment in a safe manner at all times; make purchasing decisions; collect and deposit monies from chemical sales and contract payments; physically lift and move cases of chemicals and equipment; establish effective working relationships with contractors and subcontractors, local and state officials, and the general public. Create maps of infestation areas as needed using GPS/GIS applications as required by various grants and agencies.

PREFERRED EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--An Associate's Degree in Agriculture or Pest Management and one year experience in Pest Management or a combination equivalent of education and experience is preferred.

--Additional education or equivalent experience in agriculture, plant biology, herbicide safety and handling and related fields.

--Commercial Applicator license with / Plant Pest control / Right of way Pest control / Classifications.

--Experience in Integrated Plant Management work, ecology, grassland management and or restoration. Also, college level coursework in range science, biology or a related field and experience with a GPS and GIS software.

--Must have a valid Montana Drivers License.

JOB PERFORMANCE STANDARDS:

Revised: 2/27/2014

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Works as a part of a team with other county employees on conducting weed management activities sometimes acting in a supervisory capacity.
- Cleans and performs light maintenance on trucks, backpack sprayers, ATV's and slide in sprayers.
- Ability to evaluate conditions in assigned area and make judgments related to safety.
- Performs assigned duties as well as general office duties in a timely manner.
- Completes assigned tasks in a safe and timely manner.
- Follows the treatments guidelines and management techniques as set forth in the County Weed Management Plan.
- Maintains a professional image with the public.
- Documents and files daily application records.
- Notifies supervisor of problems immediately.
- Prepares and submits accurate and timely reports.
- Ensures all activities are conducted safely and in accordance with county, state, and federal regulation.
- Deals tactfully and courteously with people.
- Attends training sessions as required.
- Effectively handles public questions and concerns regarding county weed management efforts.
- Follows safety procedures in storage and handling of pesticides and equipment.
- Other duties as assigned.